

California Energy Commission

**CLASSIFICATION: ASSOCIATE ENERGY SPECIALIST (TED)**

TENURE: Permanent

TIME BASE: Full-time

SALARY: ASSOCIATE ENERGY SPECIALIST (TED) \$4,400 - \$5,309

LOCATION: Energy Generation Research Office
Energy Research and Development Division

FINAL FILING DATE: January 30, 2009

DUTIES/RESPONSIBILITIES: Under the direction and supervision of the Energy Commission Supervisor II (TED) in the Energy Generation Research Office, the incumbent serves as part of interdisciplinary and/or interdivisional teams to plan and implement the Public Interest Energy Research (PIER) Program. The goal of the PIER program is to conduct research, development, and demonstration to advance science and technology not adequately provided by regulated and competitive markets. The incumbent is knowledgeable of electricity generation technologies and their associated deployment and use issues. The incumbent performs complex technical work for the Environmentally Preferred Advanced Generation program and supports related projects for the Renewable Energy Research and Development program.

- Manage contracts and projects for combined heat and power (CHP) and distributed generation (DG) technologies. The incumbent will manage five to seven CHP or DG projects, ensure technical viability of these projects through critical project reviews, and evaluate the costs and benefits of these technologies. The incumbent will develop a working knowledge of CHP and DG systems and contribute to developing technical targets to improve efficiency, performance, and environmental benefits of these energy generation technologies. The incumbent also prepares work statements, budgets, schedules, special conditions, measurable technical and economic objectives which will be used to determine project success, and other materials necessary to finalize funding agreements and contract documents; establishes and maintains a technical and business relationship with the contractor; initiates and approves contract amendments; receives and reviews monthly/quarterly progress reports and prepares an evaluation of contractor performance; verifies that contract terms and conditions have been met before approving invoices (if necessary, dispute a particular invoice); conducts technical review of the work conducted by the contractor; works directly with the contractor and makes project site inspections to ensure the project meets technical, fiscal, and administrative objectives; and briefs office, division, and Commission management on the status of the project.
- Perform technical analyses relating to energy RD&D to be used in developing program and policy evaluations and recommendations for consideration by Office and Division management, PIER program leads, and Commissioners. The incumbent will perform technical review and comment on solicited and unsolicited proposals; contribute to the PIER annual report; conduct technical evaluations of technologies, technology performance, and environmental impacts; and calculate costs and benefits of technologies.

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Pos.#5600-4056-004

OK IG 1-21-09

- Consult with stakeholders including research organizations, government and utility representatives, private developers, technical experts, and end users to identify RD&D opportunities for alternative and advanced energy systems or technologies in California; and define, develop, and implement projects that provide significant public benefits to California and meet the policy and technical objectives of the PIER Program.
- Prepare workshop and meeting notices, obtain speakers, identify stakeholders, prepare staff presentations, develop background materials, and prepare workshop and meeting summaries.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Excellent interpersonal skills. The successful applicant is expected to work within a larger team environment.
- Ability to communicate complicated information in a simple, consumer-friendly manner.
- Ability to coordinate interdisciplinary projects.

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678. **Applications will be screened for experience and only the most qualified will be contacted for an interview.**

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Janet Gregory RPA#560-529
California Energy Commission
Personnel Office
1516 Ninth Street, M.S. #3
Sacramento, CA 95814
(916) 654-4311

California Relay (Telephone) Service
for the Deaf or Hearing-Impaired
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922